



# ADULT FAMILY HOME PERMIT SUBMITTAL CHECKLIST

## Planning & Community Development

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information. **All site plans and civil drawings must be drawn to an engineering or architectural scale (e.g. 1" = 20' or 1/4" = 1').**

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| <ul style="list-style-type: none"><li><input type="checkbox"/> <b>City of Shoreline Permit Application</b> (attached).</li><li><input type="checkbox"/> <b>Scope of Work:</b> State the scope of work (adult family home and the number of rooms you will be renting).</li><li><input type="checkbox"/> <b>Certificate of Water Availability:</b> Must show the distance of the nearest hydrant and the flow rate of the hydrant:<ul style="list-style-type: none"><li>• City of Seattle Public Utilities (206) 684-5800.</li><li>• Shoreline Water District (206) 362-8100.</li></ul></li><li><input type="checkbox"/> <b>Site Plans – four (2 full size and 2 reduced - maximum 11" x 17) copies</b> drawn to an engineering scale (e.g. 1" = 20').<ul style="list-style-type: none"><li>• North arrow.</li><li>• Grab bars installed for all water closets, bathtubs, and showers.</li></ul></li></ul> | <ul style="list-style-type: none"><li>• Access roadway, location, width and length dimensions.</li><li>• Means of egress including any components such as stairways, ramps, etc.</li><li>• Note all sleeping rooms and classify as Type S, NS 1, or NS 2.</li><li>• Location of smoke alarms (must be audible in all parts of the building).</li><li>• Windows in sleeping rooms net minimum openable area of 5.7 square feet (minimum 24" high, 20" wide), sill height maximum 44".</li></ul><br><ul style="list-style-type: none"><li><input type="checkbox"/> <b>Floor Plans – two (2) copies</b> details <i>may be required</i> on larger projects.<ul style="list-style-type: none"><li>• Square footage of existing and proposed floor area.</li><li>• Square footage of total living area of the primary residence.</li></ul></li></ul> |
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**Submittal Fees:** \$362.50 hourly rate, (\$145.00 hourly rate, 2 1/2 hour minimum).

Please note: Fees effective 1/2011 and are subject to change.

**NOTE: Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications may not be accepted after 4:00 pm.**

### OTHER PERMITS THAT MAY BE REQUIRED:

Building Permit  
Plumbing  
Mechanical  
Electrical

City of Shoreline applications and submittal checklists may be downloaded from our website [www.shorelinewa.gov](http://www.shorelinewa.gov) under "Popular Links" select "Permits".